

# Town of Pagosa Springs



## Associate Planner

Refreshingly Authentic



## Compensation & Benefits

The salary range for the Associate Planner is negotiable and will depend on the qualifications of the successful candidate.

Minimum starting salary will be \$41,000 annual.

In addition, the Town offers a benefits package that includes:

### **Retirement:**

The Town offers a 401(a) Plan with a 5% match and an optional 457 Plan

### **Medical Insurance:**

Two medical plan options are available for employee and dependents

### **Dental and Vision Insurance:**

Available for employee and dependents

### **Life/AD&D Insurance:**

\$20,000 benefit for employee

### **Annual Leave:**

Annual leave starting at 23 days/year

### **Holidays:**

10 full-day holidays, 1 floating holiday (depending on hire date)

### **Other Benefits:**

Short Term Disability; Flexible Spending Plan; HRA

## The Town of Pagosa Springs

Pagosa Springs is located in the Colorado Sunbelt, just 35 miles north of the New Mexico border and along the Western Slope of the Continental Divide. The combination of high desert plateau and Rocky Mountains to the north and east of town creates an unusually mild climate. As a portal to the nearly 3 million acres of the San Juan National Forest and Weminuche Wilderness Area, Pagosa Springs is a doorway to four seasons of outdoor adventure which landed the Town in *Outdoor Magazine's* top 10 "Best Towns in America 2015".

With a population of 12,244 in the Town and surrounding Archuleta County, Pagosa Springs serves as host to area schools, government offices, commercial businesses, and parks. The community hosts visitors throughout the year who come to explore the rich geological and cultural history, attend special events, bike, ski, hunt, fish, hike, or just to enjoy the river that runs through town.

The Town is committed to providing outstanding services that enhance the quality of life for both citizens and visitors to our community.

## The Community

Archuleta County was created in 1885 with the Town of Pagosa Springs incorporated six years later in 1891. Pagosa derives its name from the hot springs located in the heart of town which the Utes called "Pah gosah" meaning "healing waters". Visitors from around the world come to enjoy Pagosa's hot springs, both at developed spas and the small pools located along the banks of the San Juan River.

With its roots in ranching, Pagosa has maintained a rich horse culture with the Red Ryder Rodeo and the thousands of acres of wilderness to explore on horseback. After dabbling in the lumber industry, Pagosa has settled on tourism and the service industries that support it as its primary source of income. Our population is an eclectic combination of retirees, the full time working class, telecommuters, part time residents (second homeowners), and visitors.

Whether you fly, drive, walk, or ride into Pagosa Springs, the raw natural beauty of the San Juan Mountains and the surrounding wilderness takes your breath away.

Pagosa's unique terrain challenges those who thrive in the outdoors and the community is expanding with businesses and amenities that support the outdoor lifestyle while maintaining the character that defines our community and its roots.



## IDEAL CANDIDATE

The ideal candidate will be detailed oriented with a well-developed knowledge of planning principles and practices. Professionalism in working with the public and advisory boards is critical to the success of this position.

Special Qualifications are as follows:

## Experience and Education

A bachelor's degree in urban planning, public or business administration, or closely related field plus one (1) year of experience in community planning, or an equivalent combination of education and/or experience that can be applied to fulfill the position expectations.

## Competencies and Characteristics

- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Capable of multi-tasking and prioritizing
- Has an eye for efficiencies of processes
- Group facilitation skills for use with community workshops
- Strong interpersonal skills in engaging numerous stakeholders internal and external
- Possesses outstanding customer service skills, focuses on the highest quality of services and outcomes
- A person of professionalism and integrity who is resilient; owns a strong sense of ethics, both personally and professionally
- Accessible and responsive to the Council, Town staff and the community
- Has excellent communication skills; both oral and written
- Possess excellent computer skills and ability to learn and operate a variety of programs



## THE POSITION

Reporting directly to the Director of Planning, the Associate Planner performs a variety of professional and technical duties to implement department work plans and programs related to long range and/or current planning. Assists in the monitoring of community compliance with established planning, zoning and development ordinances.

Essential functions of the position include:

- Interprets and applies applicable state, county and local codes, ordinances and regulations
- Initiates actions necessary to correct deficiencies or violations of regulations
- Assists with updates and maintenance of Comprehensive Plan and land development regulations
- Conducts review of various development applications including plats, permits, site plans, variance requests and re-zonings
- Conducts extensive research in specific or general project areas
- Assists in the preparation of agendas, staff reports, and other information for the Planning Commission, Historic Preservation Board, and Town Council meetings
- Writes and presents formal and technical reports, working papers, and correspondence
- Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning
- Develops long range plans for communities with common developmental issues
- Develops strategies to promote economic and community development or efficient land use consistent with community goals
- Evaluates adequacy of community facilities in meeting current and projected needs
- Writes, or assists in writing, a variety of ordinances and regulations relating to development controls
- Attends substantial number of evening and weekend meetings

# The Recruitment Process

To apply for this career opportunity, please send your resume, application, and cover letter electronically to:

***Town of Pagosa Springs***

kharker@pagosasprings.co.gov

Resumes are acknowledged within two business days. Contact Kathy Harker at (970) 264-4151 x229 for more information.

## Schedule

Closing Deadline	May 12, 2017
Resume Review	May 15 through May 19, 2017
Interviews	May 26, 2017

These dates have been confirmed and it is recommended that you plan your calendar accordingly.



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## Town of Pagosa Springs

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